

• BELMONT PUBLIC LIBRARY
MASSACHUSETTS

BELMONT,

• MEETING OF THE BOARD OF TRUSTEES
18, 2009

AUGUST

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• The meeting was called to order at 7:38 p.m. in the Flett Room by Chair Matt Lowrie. Present were trustees Elaine Alligood, Mary Keenan, David Rich, Hal Shubin, and Heli Tomford and Director Maureen Connors.

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• The minutes were approved as amended – correction of spelling of the name Ogilby – on a motion by Trustee Rich, seconded by Trustee Shubin, and voted unanimously.

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• **Old Business:** Director Connors reported on the Kindles, a generous gift of Liz and Graham Allison, already in use by patrons. Suggestions were made for future methods of purchase as currently the library corporate credit card cannot be used. Town Treasurer Carmen is looking into this for Director Connors. Trustees Shubin and Rich suggested a deposit account or gift cards. As it was the library's understanding that all Kindles could have the same book, Director Connors was surprised when Amazon limited the same title to five Kindles. Chair Lowrie advised checking the contract to determine the number of transactions permitted.

• The calendar for One Book One Belmont events was distributed; READ posters and the OBOB banners are up. The program featuring Frances Moore Lappe on September 9th will now be held at the Town Hall with Chair Lowrie introducing the speaker and Trustee Shubin moderating the Q&A session. Trustee Tomford asked for additional information on the Food for Fines plan. This will be forthcoming at the September meeting.

• Signs for a no-idle zone have been posted in the parking areas and information on these is in place.

• Work continues on selection of a website vendor.

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• **New Business:** Director Connors had a 60 day cleaning contract ready for the trustees to sign; this will last until early November when the annual contract will be presented. Chair Lowrie suggested that this contract have a clause that late arrivals will be replaced.

• Updating the status of personnel, Director Connors announced that Denise Shaver, the head of Children's Services, will have a six month maternity leave. Trustee Tomford asked if there was sufficient staff with this leave. Yes, replied Director Connors, adding that the same programming will continue. Circulation has a 2-3 day back-up. The possibility of a fine for repeat offenders of not picking up an inter-library loan was discussed. More information on this topic will be gathered by Director Connors.

• The Director's Evaluation will be on the September agenda as will the Town of Belmont Restructuring Committee's recommendations.

- The Massachusetts Board of Library Commissioners (MBLC) has extended grant awards to June 2010. The MBLC has a November 6th deadline for a library to accept the extension or withdraw from the grant round.
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- **Committee Reports:** The policy committee is waiting for replies from the Belmont Library Foundation and the Friends of the Library to finish the gift policy. The selection policy will be done in the fall.
- Chair Lowrie asked for suggestions to improve life for the staff, patrons, and trustees.
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- **Director's Report:** Curbing repairs have been completed; sidewalk repair has not. Trustee Tomford asked about the absence of lighting at the main entrance. Director Connors will check on this as these lights should be on a timer. The loose sign will be properly anchored.
- When Director Connors discussed the budget for the end of FY09, the question was asked if funds may be moved during the year or is this done only at the end of the year? The use of the book drop necessitates emptying by a custodian on Sundays; as this is double pay with a 3 hour minimum, the amount needed for this adds up quickly. Director Connors will explore an alternative to the current procedure.
- The Children's Room has been extremely busy this summer.
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- The next meeting of the Board of Trustees will be
- **Thursday September 24 at 7:30 p.m.**
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- The meeting was adjourned at 9 p.m. with a unanimous vote on a motion by Trustee Rich, seconded by Chair Lowrie.
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- Respectfully submitted,
- Mary E. Keenan, secretary